

**Beale, Dan**

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**From:** McKeeby, Paulo B. <PMcKeeby@reedsmith.com>  
**Sent:** Tuesday, October 08, 2019 6:11 PM  
**Cc:** Beale, Dan  
**Subject:** FW: Bowling Green, OH ExecuTime Implementation - Implementation Timeline (revised w/new Go Live date)  
**Attachments:** ExecuTime Implementation Timeline for Bowling Green\_OH.xlsx



**From:** Harrison, Talia <Talia.Harrison@tylertech.com>  
**Sent:** Friday, March 1, 2019 5:11 PM  
**To:** Brian Bushong <BBushong@bgohio.org>  
**Cc:** Greene, Suzanne <Suzanne.Greene@tylertech.com>; Ledbetter, Brian <Brian.Ledbetter@tylertech.com>  
**Subject:** Bowling Green, OH ExecuTime Implementation - Implementation Timeline (revised w/new Go Live date)

Good afternoon Brian,

Suzi has advised me that changes to the implementation timeline are needed to allow more time for completion of the Power User checklist. Below, I've mapped out the remainder of training based on where you all are with configuration and would like for you all to review internally. Currently, we are resource planning for the 2<sup>nd</sup> qtr of 2019, can't believe we are a month out already. Before approving the new timeline, please let me know if any further extensions are needed so that I can revise and send you a revised copy. One of my biggest tasks is to ensure projects are on time as well as on budget and so to prevent the need for additional implementation hours being requested we'll want to ensure we are mapping out a timeline that works for both Bowling Green and Tyler resources.

As of 02/19/19, the last time reports were generated against your billable time, I show 51.50 hours of implementation time remaining, please keep in mind these numbers do not include any time spent on your project after 02/19. If you have any questions or would like to schedule a call

to talk through the implementation timeline prior to approval, please let me know and we can get something on the calendar.

New timeline summarized before with old dates marked through and new dates in bold read, attached is also the full Implementation Timeline which includes information below. If all looks good and is acceptable for the Bowling Green team, please see bottom of this email for sign off requirement

**Power User Refresher training Week of: 02/04/2019 - Complete**

- **Signature milestone sign off** required on the Power User training will be due by ~~02/28/2019 (Once all configuration is complete including timecard mock up and testing, we will request sign off for PU training. Our goal is to have this sign off by 02/28)~~
- **Signature milestone (New Approval Date) – Due 03/15**
- End User/Supervisor training (please note ExecuTime adheres to the train the trainers approach so you'll want to consider this when selecting the pilot group of users, we would train them to be SMEs; (Subject Matter Experts). There will be two sessions scheduled for two hours each. Session one, End User training for the first hour, those users are dismissed and their supervisors would be taken through Supervisor Training. (ends users are users who do not manage other employees, the supervisors of these employees should attend the entire two hour session). There would be a session two scheduled on a different day, using the same format. Users attending these trainings are required to begin parallel entry in ExecuTime with pay period date **03/11/2019 03/25/2019**

**End user trainings to take place: ~~Week of 03/04/2019~~ Week of 03/18/2019**

- **Signature milestone** required confirming completion of user trainings will be due Week of ~~03/11/2019~~ **03/25/2019**
- Pilot group will begin the parallel 1<sup>st</sup> parallel testing where they will enter time using ExecuTime and your currently method during pay period ~~03/11/2019 – 03/24/2019~~ **03/25/19 – 04/07/19**
- Payroll Export Training, once the district has completed their real payroll **Payroll Export training due the later part of week**  
~~03/25/2019~~ **04/08/19**
- **Signature milestone** for 1<sup>st</sup> parallel, Payroll Export training and the data exported will be due Week of ~~04/01/2019~~ **04/19/19**
- Pilot group will begin the 2<sup>nd</sup> parallel, parallel testing where they will enter time using ExecuTime and your currently method during pay period ~~03/25/2019 – 04/07/2019~~ **04/08/19 – 04/21/19**
- **Signature milestone** for 2<sup>nd</sup> Payroll Export test and the data exported will be due ~~04/15/2019~~ **04/19/19**
- We will use pay period ~~04/08/2019 – 04/21/2019~~ **04/22/19 – 5/05/19** as a break to ensure the pilot users have what they need and are prepared to Go Live ~~04/22/2019~~ **05/06/19** (Go Live means this pay period start date ~~04/22/2019~~ **05/06/19** would be the first period processed as live data for the PILOT GROUP at the end of the cycle ☺)

Users are still expected to enter their time in ExecuTime during the ~~04/08/2019 – 04/21/2019~~ **04/22/19 – 5/05/19** and this will be used for a 3<sup>rd</sup> & 4<sup>th</sup> export test if needed

### Timeline Acceptance

- Attached Implementation Timeline>Milestone Acceptance (tab)>Project Plan Timeline Acceptances (section)>Highlighted area below

PROJECT PLAN TIMELINE ACCEPTANCE	
TASKS COMPLETED	COMPLETED BY:
Project plan timelines are mutually accepted by Tyler and Client	Brian Bushong
Project plan timelines are mutually accepted by Tyler and Client (New Timeline)	Brian Bushong
Project plan timelines are mutually accepted by Tyler and Client (New Timeline)	Brian Bushong
CLIENT PROJECT MANAGER SIGNATURE	

Regards,

Talia

**Talia Harrison**  
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## IMPLEMENTATION PROJECT PLAN

PROJECT TASKS	EXECUTIVE RESOURCES	CLIENT RESOURCES	ONSITE / REMOTE	STATUS	TARGET DUE DATE	ACTUAL COMPLETION	ADDITIONAL NOTES
Wacom's Packet provided to client	Pro Services Core	Project Manager	Remote	Complete	1/5/2018	1/5/2018	
Quarterly Agenda Provided to client	Project Manager	Project Manager	Remote	Complete	2/6/2018	2/6/2018	
Stakeholder Kick Off Meeting	Project Manager	Implementation Team	Remote	Complete	2/6/2018	2/6/2018	
Project Plan Timelines Finalized	Project Manager	Project Manager	Remote	Complete	2/12/2019	2/14/2019	
****Acceptance Milestone Sign Off (see Milestone Tab)****	Project Manager	Project Manager	Remote	Complete	2/12/2019	2/14/2019	See "Milestone Acceptance" tab
Completed Questionnaire returned to ExoTime	Project Manager	Implementation Team	Remote	Complete	3/6/2018	3/6/2018	
Hardware & Integration Planning	Project Manager	Implementation Team	Remote	Complete	5/2/2018	5/2/2018	
Solution Design & Scope of Work Discussion with client	Project Manager	Implementation Team	Remote	Complete	3/12/2018	3/12/2018	
Signed & Approved Solution Design Document	Project Manager	Implementation Team	Remote	Complete	3/28/2018	3/28/2018	
****Acceptance Milestone Sign Off (see Milestone Tab)****	Project Manager	Implementation Team	Remote	Complete	3/28/2018	3/28/2018	See "Milestone Acceptance" tab
Completed VPN Document (if applicable)	Project Manager	IT Dept	NA	NA	NA	NA	See "Connectivity" tab-client will complete
Completed Connectivity Documentation	Project Manager	IT Dept	Remote	Complete	3/6/2018	3/27/2018	See "Connectivity" tab-client will complete
Test connectivity to Payroll Server	Project Manager	IT Dept	NA	NA	NA	NA	
Test server connectivity to client Server	Technical Team	IT Dept	NA	NA	NA	NA	
Verify minimum hardware specs are met	Project Manager	IT Dept	Remote	Complete	5/3/2018	5/3/2018	Go to meeting or Bomgar session needed to connect
Application server install	Integration	N/A	Remote	Complete	5/3/2018	5/3/2018	Not applicable for Cloud clients
Dept. Employee, Benefit Actual Query	Integration	N/A	Remote	Complete	5/15/2018	5/15/2018	Issues with employees integrated can be found NI-25094
Dept. Employee, Benefit Actual Integration Programs	Integration	N/A	Remote	Complete	5/15/2018	5/15/2018	
Project Costing integration programs (if applicable)	Integration	N/A	Remote	Complete	8/27/2018	8/27/2018	Bowling green team decided not to use in ET
****Acceptance Milestone Sign Off (see Milestone Tab)****	Project Manager	Project Manager	Remote	Complete	8/27/2018	8/27/2018	See "Milestone Acceptance" tab
System integration Signoff & Acceptance	Project Manager	Project Manager	Remote	Complete	8/27/2018	8/27/2018	
Send sample badge to ExoTime for testing	Project Manager	Project Manager	NA	NA	NA	NA	
Determine badge id vendor (if applicable)	Project Manager	Project Manager	NA	NA	NA	NA	
Procure timeclock hardware	Project Manager	Project Manager	NA	NA	NA	NA	
Ensure clock locations have network connectivity	N/A	IT Dept	NA	NA	NA	NA	
Provide list of IP addresses for Timeclocks	Project Manager	IT Dept	NA	NA	NA	NA	
Power User Training	Project Manager	Implementation Team	Remote	Complete	8/31/2018	8/31/2018	Training can take place any day this week; however, signoff on the Implementation Timeline as well as integration is required prior to confirming this training with a GTM
****Acceptance Milestone Sign Off (see Milestone Tab)****	Project Manager	Project Manager	Remote	Complete	10/8/2018	9/11/2018	See "Milestone Acceptance" tab
Power User Checklist	Project Manager	Implementation Team	Remote	Complete	10/8/2018	9/11/2018	See "Go Live Checklist" tab
Power User Refresher	Project Manager	Implementation Team	Remote	Complete	2/4/2019	2/4/2019	
Power User configuration complete	Project Manager	Implementation Team	Remote	Pending	3/15/2019	TBD	
Production Go Live Planning	Project Manager	Implementation Team	Remote	Complete	2/4/2019	2/4/2019	
Technical Clock Configuration Training	Project Manager	IT / Project Manager	NA	NA	NA	NA	
End User Training - Timekeeping	Project Manager	Implementation Team	Remote	Pending	3/18/2019	TBD	Trainings can take place any day the week of 03/04
Super User Training - Timekeeping	Project Manager	Implementation Team	Remote	Pending	3/18/2019	TBD	Trainings can take place any day the week of 03/04
****Acceptance Milestone Sign Off (see Milestone Tab)****	Project Manager	Project Manager	Remote	Open	3/25/2019	TBD	See "Milestone Acceptance" tab
End User/Super User Training Checklist	Project Manager	Implementation Team	Remote	Open	3/25/2019	TBD	See "Go Live Checklist" tab
Payroll Export Training	Project Manager	Payroll Team	Remote	Open	4/8/2019	TBD	Training can happen any day this week once the city has completed their real payroll.

## IMPLEMENTATION PROJECT PLAN

PROJECT TASKS	EXECUTIVE RESOURCES	CLIENT RESOURCES	ONSITE / REMOTE	STATUS	TARGET DUE DATE	ACTUAL COMPLETION	ADDITIONAL NOTES
**** Acceptance Milestone Sign Off (see Milestone Tab) ****	Project Manager	Project Manager	Remote	Open	4/19/2019	TBD	See "Milestone Acceptance" tab

PAYROLL	Project Manager	N/A	Remote	Complete	10/18/2018	10/18/2018	To be completed by Talia
Payroll Export Integration Programs	Project Manager	N/A	Remote	Complete	10/23/2018	10/23/2018	To be completed by Talia

PAYROLL	Project Manager	Project Manager	Remote	Open	3/10/2019	TBD	
Identify Employees Who are in Pilot Group	Project Manager	Project Manager	Remote	Open	3/15/2019	TBD	
Establish Pay Period Dates for the Pilot Test	Project Manager	Project Manager	Remote	Open	3/25/2019	TBD	
Launch Pilot Testing #1 for One Full Pay Period	Project Manager	Project Manager	Remote	Open	4/19/2019	TBD	
Client Sign Off on Pilot Test 1	Project Manager	Project Manager	Remote	Open	4/19/2019	TBD	See "Milestone Acceptance" tab
**** Acceptance Milestone Sign Off (see Milestone Tab) ****	Project Manager	Project Manager	Remote	Open	4/8/2019	TBD	
Launch Pilot Testing #2 for One Full Pay Period	Project Manager	Project Manager	Remote	Open	4/19/2019	TBD	
Client Sign Off on Pilot Test 2	Project Manager	Project Manager	Remote	Open	4/19/2019	TBD	

DEFLOY	Project Manager	Project Manager	Remote	Open	5/6/2019	TBD	
Established / Target Go Live Date	Project Manager	Project Manager	Remote	Open	5/6/2019	TBD	
Execute Time in Production	Project Manager	Project Manager	Remote	Open	5/6/2019	TBD	See "Milestone Acceptance" tab
**** Acceptance Milestone Sign Off (see Milestone Tab) ****	Project Manager	Project Manager	Remote	Open	5/15/2019	TBD	
Introduction to Client Care Team	Project Manager	Project Manager	Remote	Open	5/15/2019	TBD	
**** Acceptance Milestone Sign Off (see Milestone Tab) ****	Project Manager	Project Manager	Remote	Open	5/15/2019	TBD	See "Milestone Acceptance" tab
Project Closure / Project Sign Off	Project Manager	Project Manager	Remote	Open	5/15/2019	TBD	
**** Acceptance Milestone Sign Off (see Milestone Tab) ****	Project Manager	Project Manager	Remote	Open	5/15/2019	TBD	See "Milestone Acceptance" tab

\* End of Project Plan Document \*